



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
|---|--|---|--------------------------------------|
| Application Date | 1. Agency Address Department of Education Grants Management Section 115 State Office Building Atlanta, Georgia 30334 <i>Office of Admin. Services, Fiscal Services Div.</i> | Application Number 81-389 | |
| Application Number | | Date Received AUG 4 1981 | Date Completed AUG 17 1981 |
| 2. Person to Contact Donald L. Moore | | Working Title Senior Grants Administrator | Telephone Number 656-2441 |
| 3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | |
| 4. Dates of Series Earliest FY 78 Latest to date | | 5. Records Series Title (followed by title used in office; if different) Child Nutrition Grants Management Correspondence Files | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Grants Management Section was authorized in March 1981 as a section within the Fiscal Services Division to perform the function of fiscal and technical assistance for the Child Nutrition Program.</p> | | | |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <p>Documents relating to: assisting in the fiscal management of Child Nutrition Programs authorized and funded by the United States Department of Agriculture and the State of Georgia.</p> <p>Included are: general correspondence on Assessment, Improvement, and Monitoring System (AIMS), Georgia School Food and Nutrition Record Keeping Guide, local school system form approvals, transmittal letters, and other related documents.</p> <p>File is arranged: Chronologically by state fiscal year, thereunder alphabetically by subject.</p> | | | |
| 8. Monthly Reference Rate One to six months old <u>100</u> ; Seven to twelve months old <u>50</u> ; Thirteen to twenty-four months old <u>10</u> ; twenty-five months and older <u>5</u> ? | | | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ | | | |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|-----|----|--|
| X | | a. Is this the official copy of the series? If not, where is it? |
| | X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| | X | c. Is this a vital record? |
| | X | d. Does this series have historical or long term research value? |
| N/A | | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | X | f. Is the information contained in this series ever published? If yes, attach copy. |
| | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| | X | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 1 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

To meet the administrative needs in responding to questions, changes, or approvals for the previous fiscal year's operation.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
|--|--------|--|---------|
| <i>A. Weyman Culp</i> | 3/3/81 | <i>Walker L. Baumgardner</i> | 8-3-81 |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Records Committee (Signature) | Date |
| | | <i>State Auditor/Designee</i> | 8-14-81 |
| | | <i>Secretary of State/Designee</i> | 8-11-81 |
| | | <i>Attorney General/Designee</i> | 8-14-81 |